



Congresswoman Jaime Herrera Beutler's **JOB HUNTING WORKSHOP**

Key take-aways from the expert panel:

Resumes:

1. Goal for resumes: get an interview and a foot in the door.
2. Put highlights and qualifications at the top of your resume.
3. Include your most recently achieved education.
4. Make sure to include a cover letter.
 - a. Cover letters allow you to talk about who you are and your skills. (For instance, if you're a mid-career professional and are looking to get into a new job, you can really use this opportunity to showcase your skills/life experience)
5. Add a summary of your skills and refer to the job description you are applying for to identify key words that will grab attention.
6. Make sure to include the dates of your previous work experience, including the past 10-15 years, if applicable.
7. Resume should be 1-2 pages and should remain neat, clean with white space.
8. Carefully proof read for typos; have your friends and family members read over it.
9. Things not to include in your resume: high school graduation date or photos.
10. Avoid including an objective section in your resume that's too generic.
11. There are several tools online that will match your resume with the job description. These can be helpful to get past the resume robots.

How to prepare for the Jobs Fair

1. Make a list of must-see employers and prepare ahead of time. You probably won't be able to talk to every employer at the event.
2. Conduct research on the employers that catch your interest.
3. Have resumes with you; be ready to have a conversation.

4. Mentally prepare to be the “best you.”
5. Your resume isn’t the only opportunity to make an impression on a potential employer. Be mindful of how you are interacting with others at the event.

How to succeed in an interview:

1. The conversation is a two-way street. Come to the interview ready to ask some of your own questions.
2. Come with copies of your resume.
3. Arrive in a timely fashion! Come 10-15 minutes before the interview.
4. How to dress: one level above the company’s expectations. If you’re not sure what that is, if possible, observe what current employees of that company are wearing. And don’t hesitate to ask. Make sure your shoes are clean!
5. Key question to ask at the end of an interview: What has allowed people to succeed in this position in the past? Then, follow up to their response by selling yourself and how you will meet those qualifications.

Question and answers from the panelists:

Q: Is the market more of an employee or employer market?

A: It’s a job seeker’s market, it’s one of the best times to look, but you still need to have the skills

Q: How should I follow up after an interview?

A: If you’ve been in touch via email, follow up via email. Something you can ask the employer after an interview: “When can I hope to hear back from you?”

Q: What kind of paper do you like for resumes?

A: Resumes that stand out are good – but if it stands out *too* much it can be unprofessional. Make it fit the job for which you’re applying. FedEx has bright, vibrant white pieces of paper that stands out to next recycled paper.

Q: As a recent college graduate, I don’t have job experience, but have skills I’ve learned through my education. What do I put on my resume?

A: Job experience isn't just what you have been paid to do. Talk about what you have learned and done thorough post-secondary education.